

AT__ - _____ (630) _____
(Date)

MEMORANDUM FOR ATZP-CPAC, Customer Service Representative

SUBJECT: Request for **Advance Annual Leave**

1. Request approval of _____ hours of advance annual leave to be used from _____
(beginning date)
through _____. My Social Security Number is _____ - _____ - _____ .
(ending date)

2. I have every intention of returning to work following this period. I understand that if I leave federal service or do not return to work, I will be required to make a lump sum cash payment for any advance annual leave remaining on my account; or if I elect to have my retirement refunded upon my departure from federal service, the amount will be deducted from my retirement account.

(print or type employee's last name & first name) (employee's signature)

AT__ - _____ (1st endorsement) _____
(Date)

Request for advance annual leave is **approved / disapproved.**
(Circle One)

(print or type supervisor's name) (supervisor's signature)

AT__ - _____ (2nd endorsement) _____
(Date)

Request for advance annual leave is **approved / disapproved.**
(Circle One)

(print or type Dean or Director's name) (Dean or Director's Signature)

Forward To:

**ATZP-CPAC
FOR CUSTOMER SERVICE REPRESENTATIVE**